



Al-Ameen Institute Of Management Studies

Internal Quality Assurance Cell (IQAC)

**Minutes of the IQAC Cell Meeting Held in Vice Principal Cabin,
Al-Ameen Institute Of Management Studies on at 11:30am 20.01.2018**

Minutes of The Last Meeting

Salient features of the meeting and progress was noted and the minutes were passed unanimously

Agenda

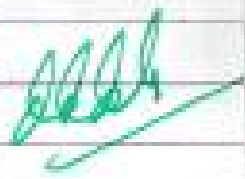
- To Organise Workshop on Theme: Social Sector in India: Issues and Challenges
- To Organise Guest Lecture on Stress Management
- To Organise Britain's Exit from the European Union
- Writing of a Project Report 8. Research methodology
- To Initiate activities related to Effective Study Habits among students
- To organize 6 months FDP on Research Methodology workshop using SPSS for Faculty Members

Discussions & Resolutions

Mr.Abdul Rizwan Shariff,Vice-Princal, IQAC Co-ordinator welcomed the faculty members for the IQAC Meeting

To conduct workshop with a view to build interpersonal, leadership, communication and conflict management skills in college teachers and to impart knowledge, skills and attitudes on effective mentorship.

Inter- Collegiate Management Fest-Our students were deputed to various colleges of Bangalore and students have won prizes in the various events.

List OF IQAC Members			
Sl. No	Names	Designation	Signatures
1.	Dr. Subhan Shariff	Hon. Sec AES	
2.	Dr. B.A. Amratha	Chairperson	
3.	Abdul Riqwan Shariff	Coordinator	
4.	Deepak Singh M.C	Members	
5.	Mrs. Saira Banu Nadeem	"	
6.	Chaitra S Hameeth	"	Chaitra
7.	D. Irfan Muntazir	"	
8.	prof. Jeevanand	"	
9.	Mrs. Sha Nizamuddin	"	
10.	Mr. mujeer pasha	"	
11.	Ms. GulAfshan	"	
12.	Rafique Ahmed. B	"	



Al-Ameen Institute Of Management Studies

Internal Quality Assurance Cell (IQAC)

**Minutes of the IQAC Cell Meeting Held in Vice Principal Cabin,
Al-Ameen Institute Of Management Studies on at 11:30am 17.02.2018**

Minutes of The Last Meeting

Salient features of the meeting and progress was noted and the minutes were passed unanimously.

Agenda

- To Organise Rally on Voting Awareness
- To Organise Green Day-Reforestation Programme

Discussions & Resolutions

Mr.Abdul Riwaz Shariff,Vice-Princal, IQAC Co-ordinator welcomed the faculty members for the IQAC Meeting

To conduct workshop with a view to build interpersonal, leadership, communication and conflict management skills in college teachers and to impart knowledge, skills and attitudes on effective mentorship.

Inter- Collegiate Management Fest-Our students were deputed to various colleges of Bangalore and students have won prizes in the various events.

List Of IQAC Members

Sl. No	Names	Designation	Signature
1.	Dr. Subhan shayif	Hon sec AES	
2.	Dr B.A Anuradha	Chairperson	
3.	Abdul Raqwan shayif	Coordinator	
4.	Deepak Singh M.C	Member	
5.	Mrs. Sasra baru Nalga	"	
6.	Chaitra S. Hizemath	"	chaitra
7.	Dr. Irfan Muntezka.	"	
8.	prof. Tevarand	"	
9.	Mr. sha Nizamuddin	"	
10.	Mr. mujeer pasha	"	
11.	Ms. GulAfshan	"	
12.	Rafique Ahmed.B	"	



Al-Ameen Institute Of Management Studies

Internal Quality Assurance Cell (IQAC)

**Minutes of the IQAC Cell Meeting Held in Vice Principal Cabin,
Al-Ameen Institute Of Management Studies on at 11:30am 17.03.2018**

Minutes of The Last Meeting

Salient features of the meeting and progress was noted and the minutes were passed unanimously

Agenda

To Discuss and assemble valuable suggestions on the seven criteria and decides to implement those suggestions which are feasible for the institution.

Discussions & Resolutions

Mr.Abdul Rizwan Shariff,Vice-Princal, IQAC Co-ordinator welcomed the faculty members for the IQAC Meeting

The IQAC sees that plans submitted on various parameters related to Curricular Aspects; Teaching, Learning and Evaluation; Research, Consultancy and Extension; Infrastructure and Learning Resources; Student Support and Progression; Governance, Leadership and Management; and Innovations and Best Practices are complied with

External faculty, experts and personnel from the industry are invited to deliver guest lectures, Organisation of field trips and study tours, within and outside the state to places and institutions of importance

List OF IQAC Members			
Sl. No	Names	Designation	Signature
1.	Dr. Subhan Shariff	Hon Sec AES	
2.	Dr B. A Anusadha	Chairperson	
3.	Abdul Raziwan Shariff	Coordinator	
4.	Deepak Singh M.C	Member	
5.	Mrs. Susha bano Nodga	"	
6.	Chaitra S. Hirwath	"	Chaitra
7.	M. Irfan Muntazki	"	
8.	prof. Jeeranand	"	
9.	Mr. sha. Niqamuddin	"	
10.	Mr. Mujeeb pasha	"	
11.	Ms Gul Afshan	"	Gul Afshan
12.	Rafique Ahmed. B	"	



Al-Ameen Institute Of Management Studies

Internal Quality Assurance Cell (IQAC)

**Minutes of the IQAC Cell Meeting Held in Vice Principal Cabin,
Al-Ameen Institute Of Management Studies on at 11:30am 21.04.2018**

Minutes of The Last Meeting

Salient features of the meeting and progress was noted and the minutes were passed unanimously

Agenda

- Experiential learning through case studies and industry internships for BBA students Organizing workshops and seminars for students
- Deputing students to participate in curricular and extra-curricular events organised at the state and national levels.
- Appreciation certificates are awarded to students winning competitions at the college, state, national and international level

Discussions & Resolutions

Mr Abdul Rizwan Shariff, Vice-Principal, IQAC Co-ordinator welcomed the faculty members for the IQAC Meeting

The IQAC sees that plans submitted on various parameters related to Curricular Aspects; Teaching, Learning and Evaluation; Research, Consultancy and Extension; Infrastructure and Learning Resources; Student Support and Progression; Governance, Leadership and Management; and Innovations and Best Practices are complied with

External faculty, experts and personnel from the industry are invited to deliver guest lectures. Organisation of field trips and study tours, within and outside the state to places and institutions of importance

List OF (IQAC) Members			
Sl.No	Names	Designation	Signature
1.	Dt. Subhan Shatiff	Hon sec AES	
2.	Dt. B.A. Anubha	Chairperson	
3.	Abdul Rizaq Shatiff	Coordinator	
4.	Deepak Singh M.C.	Member	
5.	Mrs. Sita benu Nalpas	"	
6.	Chaitanya S. Hitemath	"	Chaita
7.	Wijan Murtaz k.s.	"	
8.	Prof. Jeevanand	"	
9.	Mr. Sha. Nizamuddin	"	
10.	Mr. Mujib Racha	"	
11.	Mr. Gula A / Shah	"	
12.	Rajidha Ahmed - B	"	



Al-Ameen Institute Of Management Studies

Internal Quality Assurance Cell (IQAC)

**Minutes of the IQAC Cell Meeting Held in Vice Principal Cabin,
Al-Ameen Institute Of Management Studies on at 11:30am 19.05.2018**

Minutes of The Last Meeting

Salient features of the meeting and progress was noted and the minutes were passed unanimously

Agenda

- Conduct of Orientation Programme on Project Paper for the Final Year BBA/MBA students
- Class-wise Orientation Programme on the Examination Pattern for BBA/MBA students
- Orientation Programme on the Scheme of Examinations for newly appointed faculty

Discussions & Resolutions

Mr Abdul Rizwan Shariff, Vice-Principal, IQAC Co-ordinator welcomed the faculty members for the IQAC Meeting

To sensitive parents about the academic progress of their wards, results are handed over to parents of students of BBA Students by respective mentors.

Suggestion was given by class teachers for Distribution of results to parents during Parents Teacher Meeting

List	OF	IQAC	Members	
SL NO	Names	Designation	Signatures	
1.	Dr. Subhan Shatiff	Hon sec AES		
2.	Dr. B.A. Anubadha	Chairperson		
3.	Abdul Rizaan Shatiff	Coordinator		
4.	Deepak Singh. M.C	Member		
5.	Mrs. Saita benu adgar	"		
6.	Chaitra S. Hitemath	"		
7.	Rizwan Murtaza K.S.	"		
8.	Prof. Jeevanand	"		
9.	Mr. Sha Nizamuddin	"		
10.	Mr. Mujeeb Raza	"		
11.	Ms Gulazshan	"		
12.	Rajesh Ahnand. B.	"		



Al-Ameen Institute Of Management Studies

Internal Quality Assurance Cell (IQAC)

**Minutes of the IQAC Cell Meeting Held in Vice Principal Cabin,
Al-Ameen Institute Of Management Studies on at 11:30am 16.06.2018**

Minutes of The Last Meeting

Salient features of the meeting and progress was noted and the minutes were passed unanimously

Agenda

- Preparation of Teaching plans by individual teachers
- Faculty evaluation by students
- Semester-wise analysis of results

Discussions & Resolutions

Mr.Abdul Rizwan Shariff,Vice-Princal, IQAC Co-ordinator welcomed the faculty members for the IQAC Meeting

Purchase of additional books and journals for the Library.

Deputing faculty to attend seminars / workshops on research, research methodology, research tools, etc. Conduct of Orientation Programme on Project Paper for the Final Year MBA & BBA students so as to guide them in preparing research-oriented projects

To sensitize parents about the academic progress of their wards, results are handed over to parents of students of BBA Students by respective mentors.

Suggestion was given by class teachers for Distribution of results to parents during Parents Teacher Meeting

List OF IQAC Members			
Sl.No	Names	Designation	Signatures
1.	Dr. Subhan Shariff	Hon sec AES	
2.	Dr. B.A. Anutadha	Chairperson	
3.	Abdul Razaan Shariff	Coordinator	
4.	Deepak Singh M.C.	Member	
5.	Mrs. Saira bano Nigad	"	
6.	Chaitanya S. Hiderath	"	Chairman
7.	Asifan Muneaz K.I.	"	
8.	Prof. Javanand	"	
9.	Ms. Sha. Nizamuddin	"	
10.	Ms. Mujib Pasha	"	
11.	Ms. Gulshan	"	
12.	Rafique Ahmed B.	"	



Al-Ameen Institute Of Management Studies

Internal Quality Assurance Cell (IQAC)

**Minutes of the IQAC Cell Meeting Held in Vice Principal Cabin,
Al-Ameen Institute Of Management Studies on at 11:30am 21.07.2018**

Minutes of The Last Meeting

Salient features of the meeting and progress was noted and the minutes were passed unanimously

Agenda

To organize Awareness talks on: Solid Waste Management, Personality Development, Development of leadership skills, Neighbourhood Youth Parliament, Memory and Anger Management, Consumer Awareness, Road safety, Entrepreneurial Skill Development

Discussions & Resolutions

Mr.Abdul Rizwan Shariff,Vice-Princal, IQAC Co-ordinator welcomed the faculty members for the IQAC Meeting

Monitoring of students' academic progress, attendance and overall performance by class mentors. Regular monitoring of students attendance by the Attendance Committee. The attendance of every student is displayed on the notice boards at the beginning of every month. Letters are sent to parents if the attendance of their ward is below 75%

List OF IQAC Members

Sl.No	Names	Designation	Signatures
1.	Dt. Subhan Shatiff	Hon sec AEs	
2.	Dt. B.A. Anukatha	Chairperson	
3.	Abdul Rizaan Shatiff	Coordinator	
4.	Deepak Singh - M.C.	Member	
5.	Mrs. Sata Rana Nalgar	"	
6.	Chaitra S. Hiteemath	"	
7.	Aijaz Murtaz K.S.	"	
8.	Pg. Jeevanand	"	
9.	Ms. Sha. Nizamudin	"	
10.	Ms. Myfess Pacha	"	
11.	GulAzshan	"	
12.	Rafique Ahmed -B	"	



Al-Ameen Institute Of Management Studies

Internal Quality Assurance Cell (IQAC)

**Minutes of the IQAC Cell Meeting Held in Vice Principal Cabin,
Al-Ameen Institute Of Management Studies on at 11:30am 18.08.2018**

Minutes of The Last Meeting

Salient features of the meeting and progress was noted and the minutes were passed unanimously

Agenda

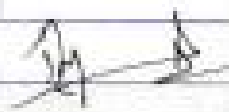
Faculty members and members contribution towards curriculum development.

Deputing faculty for curriculum development workshops

Discussions & Resolutions

Mr Abdul Riwaz Shariff, Vice-Principal, IQAC Co-ordinator welcomed the faculty members for the IQAC Meeting

Monitoring of students' academic progress, attendance and overall performance by class mentors.
Regular monitoring of students attendance by the Attendance Committee. The attendance of every student is displayed on the notice boards at the beginning of every month. Letters are sent to parents if the attendance of their ward is below 75%

List OF IQAC Members			
Sl.No	Names	Designation	Signature
1.	Dt. Subhan Shafiq	Hon. sec AES	
2.	Dt. B.A. Anutadha	Chairperson	
3.	Abdul Rizaq Shafiq	Coordinator	
4.	Deepak Singh - M.C.	Member	
5.	Mrs. Saika Banu Nedgas	"	
6.	Chaitika S. Hitenath	"	Chaitika
7.	Asifan Murtaz K.S.	"	
8.	Pdgy. Jeevanand	"	
9.	Mr. Sha. Nizamuddin	"	
10.	Mr. Majid Parva	"	
11.	Ms. Gul Afshan	"	
12.	Rafique Ahmad. B.	"	



Al-Ameen Institute Of Management Studies

Internal Quality Assurance Cell (IQAC)

**Minutes of the IQAC Cell Meeting Held in Vice Principal Cabin,
Al-Ameen Institute Of Management Studies on at 11:30am 15.09.2018**

Minutes of The Last Meeting

Salient features of the meeting and progress was noted and the minutes were passed unanimously

Agenda

To implement innovations in teaching learning process, Conduct of Internals , Automation, Internal academic audit, Monitoring system, Student progression, Post-graduate courses, Functioning of alumni association, Criterion-wise perspective plan, Best practices and activities of Research Cell

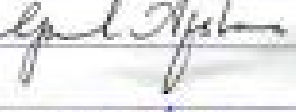
Discussions & Resolutions

Mr Abdul Rizwan Shariff, Vice-Principal, IQAC Co-ordinator welcomed the faculty members for the IQAC Meeting

The growth and development of human resources and its management is a continuous process in the Institution.

Faculty members are deputed and encouraged to participate/attend workshops/seminars/courses etc.

Monitoring of students' academic progress, attendance and overall performance by class mentors. Regular monitoring of students attendance by the Attendance Committee. The attendance of every student is displayed on the notice boards at the beginning of every month. Letters are sent to parents if the attendance of their ward is below 75%

Sl.No	List OF IQAc Names	Members Designation	Signatures
1	Dr. Subhan Shafiq	Hon. sec AEs	
2	Dr. B.A. Anusudha	Chairperson	
3	Abdul Razaq Shafiq	Co-ordinator	
4	Deepak Singh M.C.	Member	
5	Mrs. Saira Iqbal Nurgas	"	
6	Chaitanya S. Hiterath	"	Chair
7	Dr. Iqbal Manzoor K.S.	"	
8	Prof. Jalalband	"	
9	Mr. Sha. Nizamuddin	"	
10	Mr. Mujeeb Pasha	"	
11	Ms. Gulnaz Khan	"	
12	Rafique Ahmad B	"	



Al-Ameen Institute Of Management Studies

Internal Quality Assurance Cell (IQAC)

**Minutes of the IQAC Cell Meeting Held in Vice Principal Cabin,
Al-Ameen Institute Of Management Studies on at 11:30am 27.10.2018**

Minutes of The Last Meeting

Salient features of the meeting and progress was noted and the minutes were passed unanimously

Agenda

- Organising of industrial visits, both within and outside the state
- Industry-based assignments and industry internships for BBA students

Discussions & Resolutions

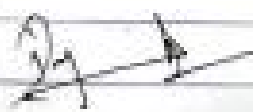
Mr.Abdul Rizwan Shariff,Vice-Princal, IQAC Co-ordinator welcomed the faculty members for the IQAC Meeting

The growth and development of human resources and its management is a continuous process in the Institution.

Faculty members are deputed and encouraged to participate/attend workshops/seminars/courses etc

Monitoring of students' academic progress, attendance and overall performance by class mentors. Regular monitoring of students attendance by the Attendance Committee. The attendance of every student is displayed on the notice boards at the beginning of every month. Letters are sent to parents if the attendance of their ward is below 75%

List Of IQAC Members

Sl.No	Names	Designation	Signature
1	Dr. Subhan Shatiff	Hon:sec AES	
2	Dr. B.A. Anusudha	Chairperson	
3	Abdul Razwan Shatiff	Coordinator	
4	Deepak Singh M.C.	Member	
5	Mrs Saira bano Nafise	"	
6	Chaitra S. Hiteerath	"	
7	Dr. Irfan Munir K.S.	"	
8	Prof. Jeevarand	"	
9	Ms. Sha. Nizamuddin	"	
10	Ms. Myra Pasha	"	
11	Mubashir	"	
12	Rajiv Akhmed - B.	"	



Al-Ameen Institute Of Management Studies

Internal Quality Assurance Cell (IQAC)

**Minutes of the IQAC Cell Meeting Held in Vice Principal Cabin,
Al-Ameen Institute Of Management Studies on at 11:30am 17.11.2018**

Minutes of The Last Meeting

Salient features of the meeting and progress was noted and the minutes were passed unanimously

Agenda

An Orientation Program for the parents/guardians and for the first year students is conducted, counseling them on the right choice of subjects and briefing them on the facilities available in the college.

Discussions & Resolutions

Mr. Abdul Rizwan Shariff, Vice-Principal, IQAC Co-ordinator welcomed the faculty members for the IQAC Meeting

The college followed a non-discriminatory admission policy. Students irrespective of caste, religion, region, gender, socio-economic-cultural background, physical/mental disability etc. were not denied admissions on account of the same.

The growth and development of human resources and its management is a continuous process in the Institution.

Faculty members are deputed and encouraged to participate/attend workshops/seminars/courses etc

Monitoring of students' academic progress, attendance and overall performance by class mentors. Regular monitoring of students attendance by the Attendance Committee. The attendance of every student is displayed on the notice boards at the beginning of every month. Letters are sent to parents if the attendance of their ward is below 75%

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Sl.No	Names	Designation	Signature
1	Dt. Subhan Shadiq	Hon. Sec AES	
2	Dt. B.A. Anusudha	Chairperson	
3	Abdul Rizaq Shadiq	Coordinator	
4	Deepak Singh - M.C.	Member	
5	Mrs. Sita Devi Reddy	"	
6	Chaitra S. Hiteerath	"	chaitra
7	A. Iqbal Murtaza K.S.	"	
8	Prg. Jeevanand	"	
9	Ms. Sha. Nizamuddin	"	
10	Ms. Mujeeb Pasha	"	Mujeeb
11	Ms. Gulshan	"	
12	Prof. Dr. Abhishek D.	"	



Al-Ameen Institute Of Management Studies

Internal Quality Assurance Cell (IQAC)

**Minutes of the IQAC Cell Meeting Held in Vice Principal Cabin,
Al-Ameen Institute Of Management Studies on at 11:30am 15.12.2018**

Minutes of The Last Meeting

Salient features of the meeting and progress was noted and the minutes were passed unanimously

Agenda

Guest lectures on career guidance were organized for the benefit of students

Creating Awareness about green campus to all stakeholders

Discussions & Resolutions

Mr.Abdul Rizwan Shariff,Vice-Princal, IQAC Co-ordinator welcomed the faculty members for the IQAC Meeting

The mentoring system was more formalized.: All mentors have regular meetings with their mentees (minimum once a month). Reports of these meetings are submitted to the IQAC at the end of every semester.

The Debating Club has been actively involving students on discussions on contemporary issues

The parents are asked to visit the college every month to interact with the faculty members and know about their wards academic performance, discipline, attendance in the class

List OF IQAC Members

Sr.No	Names	Designation	Signature
1	Dt. Subhan Shariff	Hon. sec AES	
2	Dt. B.A. Anusudha	Chairperson	
3	Abdul Raziq Shariff	Coordinator	
4	Deepak Singh - M.C.	Member	
5	Ms. Sabra bano Begum	"	
6	Chaitra S. Hiderath	"	Chairman
7	Dr. Jign Mumbaz K.J.	"	
8	Prof. Jallanand	"	
9	Ms. Sha. Nizamuddin	"	
10	Ms. Mujeeb Basha	"	
11	Ms. Afsana	"	
12	Rajique Ahmad - B	"	